



Accidents, Injuries and Emergencies Policy and Procedure

I aim to keep children safe. I stay within the ratios required by the Early Years Foundation Stage.

I regularly review, update and practice my fire evacuation procedure with the children in my care, and regularly risk assess my premises, activities, and groups I take the children to.

I hold a valid paediatric first aid certificate which by law I will renew every 3 years. I can administer basic first aid treatment, and my first aid kit is clearly labelled and easily accessible in the playroom. I also carry a small first aid kit with me on all outings. Parent/emergency contact numbers along with any allergies/medical information are held within the first-aid kits.

I hold written permission from parents to seek emergency treatment for their child if it is needed (this is kept in my confidential filing system).

If there is an accident:

Children do sometimes have accidents, I will reassure the injured child while making sure that the other children in my care are safe.

If possible, I will use my knowledge of first aid to help. If not, I will obtain medical assistance or ring 999/112 and follow advice from emergency services.

If necessary, send the child with emergency services in the ambulance. Please note: I will normally be unable to travel with the injured child due to having other children in my care. I will inform parents as soon as possible to come and collect their child or meet them at hospital depending on what is decided.

I will record information accidents/incidents and any first aid administration on an accident form and ask parents to sign.

If I have an accident, I will get the nearest responsible adult to help.

After a serious accident, in addition to parents, I am required to notify:

- Ofsted - enquiries@ofsted.gov.uk
- The Health and Safety Executive - <http://www.hse.gov.uk/riddor/>
- My insurance company.

I will make all records including my Risk Assessments and my **Accident/Incident Record** available to other agencies or professionals on request.

Accidents at home – it is important that parents tell me about any accidents or injuries their child has had at home so I can make a record of what happened and contact emergency services or take advice from the child's doctor if they are ill during the day. When parents inform me about accidents or injuries that have happened at home, I will complete an **Existing Injuries Record** form and ask parents to sign.

Record keeping and retention – I am required to retain **Accident/Incident Record** forms until the child is 21 year and 3 months old for insurance purposes. I will keep documentation as confidentially as possible during this time.

If you have any questions about my Policy/Procedures or would like to make any comments, please ask.